
APPENDIX F

Serving Judge's Copy of Documents

1.0 What is a Judge's Copy? [LBR 5005-2(d)]

- 1.1 General Rule.** Local Bankruptcy Rule 5005-2(d) requires that a copy of every document filed must be served on the judge who presides over the bankruptcy case or adversary proceeding.
- 1.2 Assembling a Judge's Copy.** A judge's copy must comply with **ALL** of the following:
- (a) **One Copy.** Do not send multiples copies of the same document.
 - (b) **Stapled or Bound.** Judge's copies must be stapled or securely bound, so that all pages are bound together. The clerk's office will not be scanning a judge's copy.
 - (c) **Tabs for All Exhibits and Declarations.** Insert a separate tab to identify each declaration and each separate authenticated exhibit. The goal is for the court to be able to quickly and easily reference all of the information you want the court to read.
 - (d) Document has already been filed.
 - (1) **Notice of Electronic Filing.** If the document was filed electronically via CM/ECF, the NEF must be attached to either the front or back of the judge's copy.
 - (2) **Filed Stamp on First Page.** If the document was filed at the intake window, the judge's copy must have a "Filed" stamp at the top right of the first page of the document.
 - (e) **Notice of Electronic Filing.** Attach the NEF to the back or to the front of the judge's copy. The goal is to show the court that the document has been filed electronically.
 - (f) **Sent Directly to the Judge.** Deliver the judge's copy to the address in the chart in section 4.0 below. Do not send a judge's copy to the clerk's office.
 - (g) **Sent Promptly.** Promptly deliver the judge's copy according to the deadlines in the chart in section 4.0 below. The goal is to promptly get your document to the court so that your request can be acted upon in a timely manner.

2.0 Which Filed Documents Require a Judge's Copy?

- 2.1 Serve a Judge's Copy.** The following types of documents must be served upon the judge as these are documents that will assist the judge in making a ruling or entering an order. Examples are:
- (a) **Documents to Request a Hearing.**
 - (1) **LBR 9075-1.** Any document filed seeking a hearing set on an emergency

or shortened notice basis.

[See *LBR forms* **F 9075-1.1APP.SHORT.NOTICE** and **F 9075-1.2.ORDER.**]

- (2) LBR 9013-1(o)(4). Any response requesting a hearing on a motion, application or notice that was filed using the “Opportunity to Request a Hearing” procedure.
[See *LBR form* **F9013-1.OPPOSITION.REQ.HEARING.**]
- (b) Documents Related to a Hearing on Calendar. Any motion, response, reply, declaration, exhibits or stipulation that affects or resolves a matter on which a hearing has already been scheduled.
- (c) Documents to Request a Ruling Without a Hearing.
 - (1) LBR 1002-1(e). Motion for Protective Order to Restrict Access to Filed Documents Containing Personal Data Identifiers.
[See *LBR form* **F 1003-1.2.MOTION.RESTRICT.PERS.ID.**]
 - (2) LBR 3015-1(g). Debtor’s Notice of Conversion of Bankruptcy Case from Chapter 13 to 7.
[See *LBR form* **F 3015-1.21.NOTICE.CONVERT.CH13.**]
 - (3) LBR 3015-1(w)(2). In chapter 13 cases, a declaration of service of motion or application to be ruled upon must be attached as an exhibit.
[See *LBR form* **F 9013-1.2.NO.HEARING.DEC.**]
 - (4) LBR 4001-1. Debtor’s Application for Order Confirming that Loan Modification Discussion Will Not Violate Stay.
[See *LBR form* **F 4006-1.6.DEBTOR.APP.LOAN.MOD.**]
 - (5) LBR 5010-1. Any motion to reopen a bankruptcy case or adversary proceeding. When this involves extending time to file debtor’s certification of completion of financial management course.
[See *LBR form* **F 5010-1.1.MOTION.REOPEN.CERT.**]
 - (6) LBR 9013-1(m). Motion to request continuance of a hearing.
 - (7) LBR 9013-1(o)(3). Declaration of service of motion and lack of opposition and request for hearing. The motion or application to be ruled upon must be attached as an exhibit.
[See *LBR form* **F 9013-1.2. NO HEARING.DEC.**]
- (d) Documents to Commence or Resolve an Adversary Proceeding. Any documents filed in an adversary proceeding, including the complaint, summons, responsive pleadings, status reports, pretrial stipulation, trial documents, stipulated judgments, etc.
- (e) Notice of Lodgment of Proposed Order or Judgment. These documents are filed when the proposed order or judgment relates to a motion or other request for relief that was opposed, or the parties stipulated to the terms of the order or judgment. See LBR 9021-1(b) and Court Manual section 4.2. For bankruptcy cases, see

LBR form **F 9021-1.2.BK.NOTICE.LODGMENT**, and for adversary proceedings, **F 9021-1.ADV.NOTICE.LODGMENT**.

- (f) Chapter 11 Case Commencement Documents. Many judges need a judge's copy. Refer to the court's website to see if your judge does.
- (g) Other documents ONLY NEEDED by Judge Riblet in Santa Barbara. These are chapter 12 and 13 case commencement documents, including amended case commencement documents.
- (h) Other United States trustee documents ONLY NEEDED by certain judges. These are documents such as interim statements and operating reports. Check the judge's section of the court's website to verify.

2.2 Don't Serve a Judge's Copy . The following filed documents do not need to be served upon a judge, mainly because these documents do not assist a judge in making a ruling or entering an order. This is not an exhaustive list. Instead it is a list of documents that are often mistakenly served on the judge. The best practice is to see if a document is listed in the "Serve a judge's copy" section above, or see if the judge's section of the court's website indicates that it is needed. If you don't see your document identified in either of these locations, don't send it to the judge.

- (a) Case Commencement Documents.
 - (1) Chapter 7, 12, and 13 cases. Case commencement documents for voluntary chapter 7, 12 and 13 cases, including amended case commencement documents. [These include all documents identified in Court Manual sections 2.1(b), 2.1(e) and 2.1(f).]
[NOTE: Judge Riblet needs case commencement documents for chapter 12 and 13 cases.]
- (b) Proofs of Claim. Proofs of claim filed in any bankruptcy case are not needed, regardless of chapter.
- (c) Non-hearing Motion When the Response Deadline Has Not Passed. Please wait until the response deadline has passed without any response or request for a hearing. THEN, file the declaration of service and non-response or request for a hearing, attach the motion as an exhibit and service this as a judge's copy.
 - (1) Chapter 13 . Motions/applications filed under LBR 3015-1(w).
 - (2) Other Non-hearing Motions/Applications. This includes any motion/application filed under LBR 9013-1(o), or any motion/application which, under Local Bankruptcy Rules may be filed with a similar notice and opportunity procedure.
- (d) Documents Intended Only for the United States trustee. A judge's copy is generally not needed of interim statements and operating reports required by the

United States trustee in chapter 11 cases per LBR 2015-2(c). Check the judge's section of the court's website to see if these are needed.

- (e) LOU Receipts. Do not send a judge's copy of any lodged order upload receipts.
- (f) Local Forms, Official Forms. A judge's copy is not needed of the following "Court Forms," Local Bankruptcy Rules Forms and Official Forms:

| COURT FORMS | |
|--|--|
| Abstract of Judgment | |
| Certification of Judgment for Registration in Another District | |
| Change of Address | |
| Request for Special Notice | |
| Writ of Execution | |

| LOCAL BANKRUPTCY RULES FORMS | |
|-------------------------------------|--|
| F 2090-1.4SUBSTITUTION.ATTY | Substitution of Attorney |
| F 3001.1.NOTICE.TRANSFER.CLAIM | Notice of Transfer of Claim Pursuant to FRBP 3001(e) |
| F 3007-1.2.NOTICE.REQ.CLAIM | Notice of Trustee's Debtor in Possession's Request for Copy of Proof of Claim |
| F 3015-1.7.RARA | Rights and Responsibilities Agreement Between Chapter 13 Debtors and Their Attorneys |

| OFFICIAL FORMS | |
|--------------------------------------|--|
| Form B23 (<i>Official Form 23</i>) | Debtor's Certification of Completion of Postpetition Instructional Course Concerning Personal Financial Management |

3.0 Proof of Service of Judge's Copy of Documents [LBR 5005-2(d)]

3.1 The Proof of Service of Document must indicate the date and manner in which the judge was served, and must be on Local Bankruptcy Rules (LBR) form F 9013-3.1.PROOF.SERVICE unless the Proof of Service of Document has been included in the LBR form being used.

3.2 Judge's name on Proof of Service.

Should I Put the Judge's Name on the Proof of Service?

YES - Use mandatory LBR Form **F 9013-3.1.PROOF.SERVICE** unless the "Proof of Service of Document" has been included in the LBR form being filed.

The judge will be in either:

- * **Category 2.** "Served by United States mail" or
- * **Category 3.** "Served by Personal Delivery or Overnight Mail"

4.0 Deadline, Method, and Address to Serve the Judge

Consult the following charts to determine the deadline, the method, and the address to serve the judge.

4.1 Deadline and Method.

| <i>What is the Deadline for Serving the Judge's Copy?</i> <i>What Methods Can I Use to Serve the Judge?</i> | |
|--|--|
| If the document relates to a hearing, and the hearing is 14 days <u>or more</u> after the document is filed: the document must be served on the judge no later than 24 hours after the document is filed, by personal delivery, overnight mail, or United States mail. | If the document relates to a hearing, and the hearing is <u>fewer than</u> 14 days after the document is filed: the document must be served on the judge no later than 24 hours after the document is filed, by personal delivery or overnight mail. In no event shall the document arrive in chambers no later than 2 court days prior to the hearing. |
| If the document is <u>NOT</u> related to a hearing The document must be served on the judge no later than 24 hours after the document is filed, by personal delivery, overnight mail or United States mail. | |
| If the document is filed pursuant to LBR 9075-1 The document must be served on the judge by personal delivery or overnight mail as soon as is practicable, but no later than 24 hours after the document is filed. | |

4.2 Judge's Address.

| <i>At What Address do I Serve the Judge's Copy?</i> | | | |
|--|---------------------|--|--|
| <i>Division & Mailing Address</i> | <i>Judge Name</i> | <i>Suite # for Regular or Overnight Mail</i> | <i>Location for Personal Delivery</i> |
| NORTHERN DIVISION U.S. Bankruptcy Court 1415 State Street Santa Barbara, CA 93101-2511 | Peter H. Carroll | See Los Angeles Division | See Los Angeles Division |
| | Robin L. Riblet | 103 | Bin outside of Suite 103 |
| SAN FERNANDO VALLEY DIVISION U.S. Bankruptcy Court 21041 Burbank Blvd. Woodland Hills, CA 91367-6606 | Alan M. Ahart | 342 | Bin on 1 st Floor outside entry to Clerk's Office |
| | Victoria S. Kaufman | 354 | Bin on 1 st Floor outside entry to Clerk's Office |
| | Geraldine Mund | 312 | Bin on 1 st Floor outside entry to Clerk's Office |
| | Maureen A. Tighe | 324 | Bin on 1 st Floor outside entry to Clerk's Office |
| SANTA ANA DIVISION U.S. Bankruptcy Court, Ronald Reagan Federal Building 411 W. Fourth Street Santa Ana, CA 92701-4593 | Theodor C. Albert | 5085 | Bin beside 5 th Floor Elevators |
| | Catherine E. Bauer | 5165 | Bin beside 5 th Floor Elevators |
| | Scott C. Clarkson | 5130 | Bin beside 5 th Floor Elevators |
| | Erithe A. Smith | 5040 | Bin beside 5 th Floor Elevators |
| | Mark S. Wallace | 6135 | Bin beside 5 th Floor Elevators |
| RIVERSIDE DIVISION U.S. Bankruptcy Court, 3420 Twelfth Street Riverside, CA 92501-3819 | Scott C. Clarkson | See Santa Ana Division | See Santa Ana Division |
| | Mark M. Houle | 365 | Bin outside of Courtroom 303 |
| | Wayne E. Johnson | 345 | Bin outside of Courtroom 302 |
| | Meredith A. Jury | 325 | Bin outside of Courtroom 301 |
| | Deborah J. Saltzman | 384 | Bin outside of Courtroom 304 |
| | Mark S. Wallace | See Santa Ana Division | See Santa Ana Division |

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|---|--------------------|------|----------------------------------|
| LOS ANGELES DIVISION U.S. Bankruptcy Court, Roybal Federal Building 255 E. Temple Street Los Angeles, CA 90012-3332 | Neil W. Bason | 1552 | <i>Bin outside of Suite 1552</i> |
| | Sheri Bluebond | 1482 | <i>Bin outside of Suite 1482</i> |
| | Julia W. Brand | 1382 | <i>Bin outside of Suite 1382</i> |
| | Peter H. Carroll | 1460 | <i>Bin outside of Suite 1460</i> |
| | Thomas B. Donovan | 1352 | <i>Bin outside of Suite 1352</i> |
| | Sandra R. Klein | 1582 | <i>Bin outside of Suite 1582</i> |
| | Robert Kwan | 1682 | <i>Bin outside of Suite 1682</i> |
| | Richard M. Neiter | 1652 | <i>Bin outside of Suite 1652</i> |
| | Ernest M. Robles | 1560 | <i>Bin outside of Suite 1560</i> |
| | Barry Russell | 1660 | <i>Bin outside of Suite 1660</i> |
| | Vincent P. Zurzolo | 1360 | <i>Bin outside of Suite 1360</i> |